


## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation   
RE: Request Approval to Issue a Purchase Order for the Dog Park Sunshade Shelters  
DATE: August 8, 2018

### INTRODUCTION:

Please accept this memo as a request for approval to issue a purchase order for sunshade shelters for the Dog Park Project.

### BACKGROUND:

The Dog Park Project is currently under construction as approved by the City Council on a five (5) acre area off of Houser Street next to the Transfer Station site.

The four (4) shelters will be installed in the dog park per the approved project plans.

### RECOMMENDATION:

The City's Purchasing Policy was used to solicit for qualified responsive and responsible vendors to submit quotes as specified.

We received three (3) quotes that met the minimum requested specifications and they are as follows:

1. Affordable Metal	\$14,982.92
2. ABCreative	\$17,735.00
3. Boland Recreation	\$19,060.00

At this time, the City Staff would recommend that the City Council approve a purchase order to Affordable Metal from Muscatine in the amount of \$14,982.92 for four (4) sunshade shelters in the Muscatine Dog Park.

The approved project budget allowed \$16,000.00 for the sunshade shelters.

### BACKUP INFORMATION:

1. None at this time

Thank you for your time and attention to this matter. Please contact me if you have any questions.

C. Andrew Fangman, City Planner  
Nick Gow, Superintendent of Parks